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CITY OF HOUSTON

Job Posting

Applications accepted from: ALL PERSONS INTERESTED

Job Classification Posting Number Department Division Section Reporting Location

Workdays & Hours

DIVISION MANAGER
PN# 106993
PUBLIC WORKS AND ENGINEERING
RESOURCE MANAGEMENT DIVISION
FIXED ASSETS SECTION
611 Walker, 24th Floor
M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 DESCRIPTION OF DUTIES

Manages, trains, develops, counsels, and evaluates performance of staff in the Fixed Assets Section. Assists in the design and implementation of the systems, plans and projects assigned, including the ERP system. Establishes, develops, and interprets, policies, procedures, guidelines and project schedules for the departmental Fixed Assets matters as well as coordinates for citywide implementation. Researches, reviews, and evaluates data, reports, and/or information related to Fixed Assets / accounting issues. Completes all required reports timely. Assists and Assistant Director and acts as liaison to other departments, government agencies and private sector on the related Fixed Assets issues and provides technical advice, consultation and support. Any other special projects as assigned.

10 ESSENTIAL FUNCTIONS/WORKING CONDITIONS

Position is physically comfortable; the individual has discretion about walking, standing, etc.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires Bachelor's degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.

12 MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

13 MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 *PREFERENCES*

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Extensive directly relevant experience with the Fixed Assets development process preferred. Extensive familiarity and usage with personal computer software such as MS Access, Excel and Word. Proficient knowledge with SAP system preferred. CPA preferred.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

16 SAFETY IMPACT POSITION

Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 29</u> \$1,885 - \$2,639 Biweekly \$49,010 - \$68,614 Annually

18 *OPENING DATE* October 5, 2005

19 <u>CLOSING DATE</u> Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9472.

An equal opportunity employer